

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Workplace Wellness and Exercise Program

Regulation and Procedure Number: URP: 05.440

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University will establish a Workplace Wellness Program to foster the adoption of a wellness culture that promotes the benefits of improved health. The amount of time allowed for exercise is 30 minutes per day, three times per week. Exercise time will be combined with the employee's regularly scheduled lunch to give the employee more time for wellness activities. Employees are not required to make-up this time or use personal leave time. Exercise time may only be used in 30 minute increments. Exercise time does not accumulate and may not be carried forward for use at another time.

APPLICABILITY

This policy is applicable to full-time benefits eligible staff employees of Texas Woman's University.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Eligibility

All full-time benefits eligible staff employees of Texas Woman's University are allowed voluntary participation in the Workplace Wellness and Exercise Program. To participate in the Workplace Wellness programs employees must complete the Workplace Wellness Program Request form, and obtain supervisor approval. NOTE: This policy does not apply to faculty since faculty do not have a defined 40-hour work week.

II. Activities

The additional 30 minutes of time is applicable for participation in activities in association with or physically located in the TWU Fitness Center, fitness activities

performed on campus such as walking, jogging, yoga, and TWU sponsored wellness approved events. Employees may attend on-site wellness programs including but not limited to, health fairs, flu shot clinics, financial seminars, and employee assistance programs without using personal vacation or sick time.

III. Responsibilities

- A. Attendance must be approved in advance by the employee's supervisor and must be entered into the time sheet as TWU Wellness Leave.
- B. Employees must request approval for participation each fiscal year and at any time the employee wants to request a change in their established exercise schedule. Supervisors are encouraged to grant approval subject to scheduling and workload requirements of the department. The scheduling of exercise time is at the discretion of the supervisor. Any abuse of this privilege may make the employee ineligible for further participation and may result in disciplinary action including suspension or discharge.
- C. Any appeals to this policy or procedure should be addressed through the employee's supervisor and additional managers through the chain of command. The final determination of appeals will be made at the level of Department Head.

IV. Attendance Tracking

When an employee is approved for the workplace wellness program the time must be entered into the monthly time sheet. Exempt and non-exempt employees are required to record time on the monthly time sheet.

V. Injury

- A. Employees injured while participating in the Workplace Wellness Program are not eligible for workers' compensation benefits unless their participation in the Workplace Wellness Program event was in the course and scope of their job duties and employment.
- B. All persons who intend to participate in a Workplace Wellness Program activity involving physical exertion or exercise are encouraged to consult with a physician before beginning physical activity.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Texas Government Code §664.061(1)

Texas Insurance Code Chapter 1551

FORMS AND TOOLS

[TWU Workplace Wellness Program Request](#)

<p>Publication Date:</p> <p>Next Review:</p>
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